



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Fiscal

Sub-Section:

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**TITLE:** Budget Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Financial status reports, financial/operating documentation, quarterly allotments, encumbrance requests, and allocations used in administration of an agency's budget.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21547

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Budget Formulation Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes budget research, assorted reports and worksheets associated with budget planning and estimated cost for a fiscal year of operations, personnel services, repair, and replacement.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21548

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Cash Receipts

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include receipts of cash, check, or money order received by the agency as payment for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23403

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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**TITLE:** Check Registers

**CUTOFF:** EOSFY

**DESCRIPTION:** Records in a state financial accounting system, whether electronic or paper, that document account activity.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21557

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Current Earnings Report

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee organized by administrative unit.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Agency copy. Originals maintained by Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21550

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Employee Vendor Information

**CUTOFF:** Separation of Employment

**DESCRIPTION:** Records include, but are not limited to credit card applications, creation of vendor forms and other related material used to set up all necessary state employees as vendors for the State of Missouri.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23806

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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## Agency Records Disposition Schedule

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**TITLE:** Employment Tax Records

**CUTOFF:**EOFFY

**DESCRIPTION:** Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21552

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Expense Accounts

**CUTOFF:**EOSFY

**DESCRIPTION:** Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21556

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Fiscal Notes

**CUTOFF:**EOSFY

**DESCRIPTION:** Official statement prepared by agency concerning impact of proposed legislation. Prepared pursuant to 23.140 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Agency copy. Original with Committee on Legislative Research.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21545

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Fiscal Notes - Working Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documents of statement of fiscal impact prepared by agency on proposed legislation pursuant to RSMo 23.140.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21546

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Grant Files - Grantor Agency

**CUTOFF:** EOFY in which grant closes

**DESCRIPTION:** Records related to grants awarded by an agency. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied and final payments have been made.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21560

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Grant Files - Recipient

**CUTOFF:** EOFY in which grant closes

**DESCRIPTION:** Records related to the expenditure of funds received under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21559

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

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**TITLE:** Grant Files Not Awarded - Applicant

**CUTOFF:** End of state fiscal year in which grant not awarded

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**DESCRIPTION:** Records include, but are not limited to all drafts of grant proposals, final grant proposals and responses from grantor agency.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23998

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Grant Files Not Awarded - Grantor Agency

**CUTOFF:** End of state fiscal year in which grant not awarded

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**DESCRIPTION:** Records include, but are not limited to grant application documents submitted to grantor agency, responses to applicant and supporting documentation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23999

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Internal Supply Requests

**CUTOFF:** EOSFY

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**DESCRIPTION:** Original requests received from within an agency for basic office supply items. Records are used to track the office supply cost and usage of sections within an agency.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 23980

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Payment Support Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Original billing invoices, receipts, approval documentation, and any other documentation that supports a purchase.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21558

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Payroll

**CUTOFF:** EOSFY

**DESCRIPTION:** Hours to gross wage reports, time and attendance, activity reports, payroll accounting adjustments, and related documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21549

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Payroll Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Form requesting general revenue funds for meeting payroll obligations.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21551

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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## Agency Records Disposition Schedule

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**TITLE:** Revenue Transmittals - Agency Copies

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21553

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** State Auditor Audit Reports

**CUTOFF:** Completion of audit

**DESCRIPTION:** Final reports prepared by the State Auditor. The report details and examines an agency's operations and performance.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Agency copy. Original is maintained in the Missouri State Auditor's Office.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21544

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** State Payment Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Document recording vendor, purchase orders, encumbrance amount to be liquidated, payment made, check date, and vendor number.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21555

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

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**TITLE:** State Printing Requests

**CUTOFF:** WSO

**DESCRIPTION:** Agency copy of filled-in order forms for state printing requisitions that include type of paper, color, folding, stapling and other pertinent information related to an agency's print request(s). Forms are retained to ensure consistency and efficiency.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23981

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Warrant Request or Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms used to request payment from general revenue by state agencies to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21554

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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